



## Lucius E. and Elsie C. Burch, Jr. Library Germantown Loan Request

*Please Print*

Date \_\_\_\_\_

Name \_\_\_\_\_

Library Card No. \_\_\_\_\_

Phone (Home) \_\_\_\_\_

Phone (Cell) \_\_\_\_\_

### BOOK INFORMATION

Title \_\_\_\_\_

Author(s) \_\_\_\_\_

Year Publ. \_\_\_\_\_

Call Number \_\_\_\_\_

Shelf Location \_\_\_\_\_

### BY SIGNING THIS FORM I AGREE WITH THE FOLLOWING:

- ILL requests can only be made for items **not owned** by the Collierville Burch Library.
- No Popular items, DVDs, audiobooks, or periodicals are eligible for loan.
- **To pick up/return all items on time to the Collierville Burch Library ONLY. Items not returned to the Collierville Burch Library will remain on your account as a checked out item and late fees will accrue.**
- To pay any cost for lost/damaged books to owning library or any late fees to home library.
- Items will not be eligible for renewal.
- When items are received by the Collierville Burch Library, you will be notified via your notification preference set in your account. You will have 3 days to pick up items per normal hold policy.
- Items not picked up within the 3 day time period will automatically be returned to the supplying library.

PATRON SIGNATURE \_\_\_\_\_

*(if you are 17 or younger, you need a parent or guardian's signature)*

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### LIBRARY USE ONLY

Date Ordered \_\_\_\_\_

Request # \_\_\_\_\_

Item #/Barcode \_\_\_\_\_

Date Received \_\_\_\_\_

Due Date \_\_\_\_\_

Date Returned \_\_\_\_\_